

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM

Chief, New Building Project Office, OL  
3E 40 Hqs

EXTENSION

NO.

OL 2087-84

DATE

06 JUL 1984

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. DDA  
7D 24 Hqs

2.

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

Harry,

We have reviewed the idea of providing "knotholes" for sidewalk superintendents and are recommending against it.

The solid wood fence was installed at additional cost to protect the cover of Agency employees as they move between the parking lots and Headquarters.

As an alternative, I suggest prospective superintendents make friends with people working in offices on the west side of the building.

Att:

2-Way Memo dtd  
3 Jul 84, Subj: Sidewalk Supts.

cc: D/OL (w/att)

Larry

Paul

Pam

Jerry

Gary

Joe

Imo

Art: Route - Cy  
cys to:

Forward - Toss

File:

# ROUTING AND TRANSMITTAL SLIP

TO: (Name, office symbol, room number, building, Agency/Post)		Initials	Date
1. EO/DDA		R	7/3
2. ADDA		R	
3. DDA			JUL 1984
4.			
5. C/NBPO 3 E 36 Hqs			
Action	File	Note and Return	
Approval	For Clearance	Per Conversation	
As Requested	For Correction	Prepare Reply	
Circulate	For Your Information	See Me	
Comment	Investigate	Signature	
Coordination	Justify		

## REMARKS

I would think that our  
spies would be more  
innovative or imaginative than  
seeking knotholes. R

Let's send dwgs out on  
how to make a home made  
periscope kit

DO NOT use this form as a RECORD of  
clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
were going to have some peep holes in the fence	Phone No.

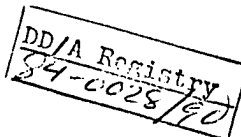
5041-102

☆ GPO : 1983 O - 381-529 (301)

5 JUL 1984

OPTIONAL FORM 41 (Rev. 7-76)  
Prescribed by GSA  
FPMR (41 CFR) 101-11.206

UNITED STATES GOVERNMENT

*2-Way Memo*

Subject: Sidewalk Superintendents

## INSTRUCTIONS

Use routing symbols whenever possible.

SENDER (*Originator of message*):

Use brief, informal language.

Conserve space.

Forward original and one copy.

RECEIVER (*Replier to message*):

Reply below the message, keep one copy, return one copy.

To : Deputy Director for Administration

DATE OF MESSAGE	ROUTING SYMBOL
3 July 84	

STAT

--

TITLE OF ORIGINATOR

DO/C

STAT

FOLD

MESSAGE

FOLD

Harry:

A matter of some urgency. There are several thousand employees in this building who are well qualified as sidewalk superintendents. There is no way that we can complete the new building with the excellence it deserves and which we are all seeking without their active assistance and yet we have no knotholes in the fence. Could you give this your attention?

REPLY

From :

DATE OF REPLY	ROUTING SYMBOL
SIGNATURE OF REPLIER	
TITLE OF REPLIER	